## **TABLE/CHAIR USAGE POLICY**

Bethany Baptist Church Hahira, GA (2024)

- 1. Bethany Baptist Church (referred to as The Church hereafter) gladly offers the use of our tables and chairs to members for funerals, weddings, receptions, showers, family, and community interest meetings subject to the doctrinal and ethical position of The Church. The Church reserves the right to decline or cancel any reservation for what seems to be good reasons through the staff and body of Elders.
- 2. Reservations for the use of tables and chairs must be requested through The Church office <u>in advance</u>, <u>during normal office hours</u>. The preferred method of requesting tables is through the request link on our website, bethanyhahira.com, Facilities.
- 3. There is no fee required for the use of tables and chairs by any member in good standing of The Church.
- 4. Pick up and drop off will be done with a staff member <u>only</u> during regular business hours. The borrower and the staff member will initial the tables/chairs going in and coming back.
- 5. Organizations outside of Bethany Baptist can reserve tables and chairs. Some restrictions may apply based on availability, prior usage etc.
- 6. Damages to tables will be assessed at the time of return. Any tables or chairs damaged will be required to be replaced at the current market value of replacement. Replacement will need to happen within 7 days of return. Failure to do so will result in no longer being allowed to use tables/chairs.

If the persons responsible for reserving the tables and chairs must cancel the reservation, please contact The Church office as soon as possible. This will be done during the office hours of M-Th, 9am-2 pm.

| I have read and understand the above stated policy. I agree to abide by all of it and to be responsible for  |
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| any damage to church property beyond ordinary depreciation. I also understand that The Church is not         |
| responsible for damages that occur by the tables and chairs to vehicles. Loading and unloading the           |
| tables and chairs, as well as returning them to the appropriate storage area, are the sole responsibility of |
| the borrower.                                                                                                |
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Date

Signature